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SUMMARY
OF
OFFICE OF TRAINING (GENERAL)
COURSES AND PROGRAMS

23 July 1952

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Memorandum to: All Assistant Directors
From: Director of Training
Subject: TR(G) Training Courses and Programs

1. Following the informal talk given recently to the DD/I and his Staff on the organization, courses and programs of the Office of Training (General), I was asked to provide a summary of the present and proposed courses of TR(G).

2. The summary attached is for your current information. It will be superseded by a TR(G) Training Bulletin, now in preparation, which will be more detailed.

3. For further information on the training courses and programs of TR(G), please contact Chief, Plans and Policy Staff, TR(G), [REDACTED]

4. Copies of the summary of courses are furnished herewith for distribution within your organization.

[REDACTED]
Matthew Baird

Director of Training

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INDOCTRINATION

Purpose of Course: To give all incoming personnel an appreciation of the mission, functions and organization of CIA and its relationship to other governmental agencies in the national security structure.

Description of Course: Lectures on the mission, functions and organization of CIA and its relationship to other governmental agencies in the national security structure.

Length of Course: 3 hours

Offered: Weekly

Date of First Course: November 1951

Number Attending Thru May 1952: 2621 (About 430 per month)

Status: This course will be continued as part of the EOD procedure for incoming personnel in order to acquaint them with CIA.

ORIENTATION

Purpose of Course: To broaden the scope and comprehensiveness of the information of Agency personnel with respect to the intelligence process and the governmental intelligence community.

Description of Course: Lectures by the Director of CIA, his Deputies, selected Assistant Directors, various Agency experts and one or more prominent governmental officials at or near the cabinet level.

Length of Course: Four $\frac{1}{2}$ days

Offered: Quarterly

Date of First Course: February 1951

Number Attending Thru May 1952: 2479 (About 550 per quarter)

Status: Seventh Orientation Course to be presented in July of 1952.

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UNCLASSIFIED TRAINING GROUP A (UTG/A) GENERAL

Purpose of Course: To provide meaningful training for new professional personnel EOD'd on a provisionally cleared basis.

Description of Course: Unclassified lectures in Intelligence, International Relations and General Administration. The Reading Improvement Course is required. Each trainee prepares an area study report.

Length of Course: 6 weeks

Offered: Every 3 weeks

Date of First Course: May 1951

Number Trainees Thru May 1952: 235 (About 20 per month)

Status: With personnel policy in effect that personnel will be EOD'd on a provisionally cleared basis only if their services would otherwise be lost to the Agency, the enrollment in UTG/A General is expected to drop off. Training will be conducted on an individual basis, with release contingent upon the completion of security action.

UNCLASSIFIED TRAINING GROUP A (UTG/A) RUSSIAN

Purpose of Course: To provide Russian language training for new professional personnel EOD'd on a provisionally cleared basis when such training is requested by the respective Offices to which such personnel are slotted.

Description of Course: Russian language training with emphasis on reading competence.

Length of Course: 8 weeks

Offered: Every 4 weeks

Date of First Course: May 1951

Number Trainees Thru May 1952: 185 (About 10 per month)

Status: With personnel policy in effect that personnel will be EOD'd on a provisionally cleared basis only if their services would otherwise be lost to the Agency, the enrollment in UTG/A Russian is expected to drop off. But some of the Offices of the Agency, particularly ORR and OSI, are detailing on-duty personnel to attend the course since it has been shown to be valuable to them because of the performance of former trainees now in their Offices.

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BASIC INTELLIGENCE COURSE, CIA INTELLIGENCE SCHOOL

Purpose of Course: To provide basic training for outstanding new professional personnel recruited by OTR, and therefore, to acquaint them with the field of intelligence and to relate their fields of competence to the field of intelligence so that they may begin to apply their knowledge and skills as professional intelligence officers. This original purpose has been expanded to include new incoming junior professional personnel of the non-covert Offices of the Agency.

Description of Course: Lectures on the conflict for world power which is the background for an understanding of the field of intelligence; lectures on the role of intelligence in support of the national security; lectures on the governmental intelligence community itself, its members and their respective missions and functions; lectures on the intelligence process, its nature and the problems peculiar to it. A selected bibliography in the fields of intelligence and international relations is required reading. The Reading Improvement Course is required.

Length of Course: The first three courses were 14 weeks long. The fourth course, beginning 16 July, to which new junior professional personnel will be detailed, will be 6 weeks long.

Offered: The long course was offered 3 times yearly. The present course will be offered bi-monthly.

Date of First Course: July 1951

Number Trainees Thru May 1952: 65

Status: Thirty-four trainees are in process for the Basic Intelligence Course beginning 16 July. It is expected that the enrollment will increase considerably (50 or more per month). The language requirement (of the first 3 courses) has been dropped. Therefore, the substantive material presented in the present course will be as great as before. Language training, where needed, will be undertaken at a later date, and at the specific request of the sponsoring Office.

READING IMPROVEMENT COURSE

Purpose of Course: To increase the reading speed and reading comprehension of selected Agency personnel.

Description of Course: Accelerated reading practice using a Reading Accelerator and digit retention exercises using a Tachistoscope. Reading training films are shown.

Length of Course: One hour a day for 6 weeks

Offered: Every 8 weeks for on-duty personnel. Other courses given to personnel in [redacted] General and in the Basic Intelligence Course.

Date of First Course: May 1951

Number Trainees Thru May 1952: 474 Total (About 40 per month) --

174 on-duty personnel; 65 professional trainees; 235 UTC/A General personnel

Status: Plans underway for expansion of the Reading Lab. in order to take care of incoming personnel in the Reading Improvement Course.

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CLERICAL REFRESHER COURSE

Purpose of Course: To provide refresher training in designated subjects for on duty support-clerical personnel at the request of the various Offices.

Description of Course: Classes offered in typing, shorthand, accounting, filing, English usage, stenotyping and Agency Office practices.

Length of Course: 3 weeks

Offered: Every 4 weeks

Date of First Course: July 1951

Number Trainees Thru May 1952: 393 (About 40 per month)

Status: This course has been found valuable to the Offices of the Agency and will be continued and enlarged in response to Office need.

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TRAINING IN THE PERSONNEL POOL

In January 1952, O/TR took over responsibility for training in the Personnel Pool for support-clerical personnel EOD'd on a provisionally cleared basis. An unclassified training program in shorthand, typing, office practice, English usage, and geography was established. Much of the training in the Pool was remedial, to bring support clerical personnel up to acceptable standards of proficiency in the various clerical skills.

Now, because of a recruitment policy directive to the effect that only support-clerical personnel meeting proscribed Agency standards of proficiency in typing and shorthand will be recruited; and because of a modification of the basic objective of the Pool -- to maintain a constant reserve of 200 support-clerical personnel in order to compensate speedily for clerical attrition in the Agency; the personnel pool will contain only qualified personnel both provisionally and fully cleared.

All of these personnel will take a training course of at least two weeks duration, at least part of which will be conducted on a classified basis. And satisfactory completion of the training program will be necessary for placement within the Agency. At present the planning and implementation of this training program is under way.

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ADMINISTRATIVE TRAINING PROGRAM

Purpose of Program: To provide additional adequately trained professional-level administrative officer personnel to meet increasing operational requirements of the Agency. Therefore, to provide training for newly recruited personnel for this program and to provide specialized training for administrative officers presently on duty in order to increase their capacity to perform under the accelerated operational program.

Status: O/TR, in conjunction with the Office of Organization and Management and the General Services Division, has devised a means for approaching the administrative training problems. At the present time plans are under way for a series of conferences led by senior Agency level administrative officers (i.e., the Comptroller, the Director of Personnel, the Chief of Administrative Services and the Chief of Procurement). These conferences will be attended by the senior administrative officer for each of the Offices of the Agency, with his budget officer, personnel officer and supply officer. The conferences will explore those administrative problems which have the most serious effect upon the administration of the Agency at the agency level. Such a series of conferences will result in an identification of those problems which require resolution by simple procedural adjustments and those in which training is required. The Office of Training will then be in a position to design and put into effect training programs to meet the requirements for training indicated by these conferences.

HUMAN RESOURCES PROGRAM

Purpose: To assist personnel with management and supervisory responsibilities to make the best and fullest use of the individuals under their supervision by assisting such personnel to appraise their own work methods, to comprehend the human resources under their supervision, and to apply the simple, well-tried concepts of effective human relations within the framework of a systematically organized program.

Status: It is planned that a Human Resources Program be established; to consist of four 1/2 hour group meetings with small groups of supervisors; a 1/2 hour interview with each supervisor, and a follow-up one hour group meeting with the supervisors approximately every six weeks for an indefinite period. The program will be instituted slowly, office by office, division by division, until the necessary coverage has been achieved. The group meetings will be conducted by the Chief, Management Training Division, O/TR.

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